

From: SDDC MSGCEN
Sent: Monday, November 01, 2004 10:19 AM
To: 'AIG 7591'; 'AIG 7593'; 'AIG 7595'; 'AIG 7596'; 'AL 7591';
AL 7593; AL 7595, AL 7596'; 'COMDT WASHINGTON'; 'HQ DA
TRANS AND TRP SPT'; 'COMNAVSUPSYSCOM MECHANICSBURG PA'; 'HQ USAF/IL';
'CMC WASHINGTON DC L LPCD'
Subject: CONVERSION FROM THE BASIC ORDERING AGREEMENT (BOA) TO A TENDER
OF SERVICE (TOS) FOR THE STORAGE OF NTS SHIPMENTS.

Importance: Low

UNCLASSIFIED//

PASS TO ALL CONUS PERSONAL SHIPPING OFFICES WORLDWIDE

1. THE FOLLOWING INSTRUCTIONS ARE TO BE USED BY ALL PERSONAL PROPERTY SHIPPING OFFICES ON NOV 1 2004, WHEN CONVERTING NTS LOTS FROM THE PRESENT BOA'S TO THE NEW NTS TOS.

2. NTSTRANS: IS USED FOR NTS LOTS THAT MUST BE PHYSICALLY MOVED FROM THE LOSING CONTRACTOR'S FACILITY TO OTHER FACILITIES OR CONTRACTORS, WHEN TRANSFER IS NOT A "TERMINATION FOR DEFAULT" OR A "TERMINATION FOR CONVENIENCE.

3. (SCREEN 1) WILL AUTOMATICALLY DISPLAY A LIST OF ALL TRANSFER AGREEMENTS TO BE PROCESSED THAT BEEN DOWNLOADED BY SDDC. THE SYSTEM WILL RETRIEVE ONLY THOSE BOA AND MOD NUMBERS THAT HAVE A NTS STATUS CODE OF *IN', *IE', *SP' OR *TE'. THE USER WILL BE ABLE TO SELECT THE STORAGE FACILITIES THEY WANT TO PROCESS. THE CURSOR WILL APPEAR AT THE FIRST NTS CONTRACTOR. INFORMATION ON THIS SCREEN IS AUTOMATICALLY RETRIEVED AND CANNOT BE CHANGED.

4. TO CHOOSE AN NTS CONTRACTOR

1. PRESS THE [DOWN ARROW] AND/OR [UP ARROW] KEYS TO PLACE THE ARROW ON THE DESIRED NTS CONTRACTOR.

2. PRESS [SELECT]. THE TRANSFER FOR ALL LOTS SCREEN WILL BE DISPLAYED. NTSTRANS IS USED TO TRANSFER NTS LOT (S) BETWEEN GAINING AND LOSING CONTRACTORS. SCREEN 1A IS A POP-UP SCREEN, WHICH WILL ALLOW THE USER TO TRANSFER ALL OR A SINGLE LOTS.

TO SELECT EITHER, TRANSFER ALL OR A SINGLE LOT:

1. PRESS [Y] TO PROCESS ALL TRANSFERABLE LOTS.

3. PRESS [N] TO PROCESS SINGLE LOTS AND PRESS [NEXT FIELD] TO GO TO SCREEN2.

NOTE:

THE CURRENT BASIC ORDERING AGREEMENTS (BOAS) WILL EXPIRE AT MIDNIGHT, OCTOBER 31, 2004 AND THE TOS WILL REPLACE THE EXISTING BOA'S ON NOVEMBER 1, 2004. YOU AS THE USER MUST KNOW THAT IF YOU HAVE ANY NONTEMPORARY LOTS TO BOOK PRIOR TO OCTOBER 31, 2004, BUT THE PICKUP IS IN NOVEMBER 2004, THE TOPS SYSTEM WILL SELECT A BOA CONTRACTOR. IT WOULD BE APPROPRIATE, IF YOU CAN WAIT, TO BOOK ANY PENDING LOTS ON NOVEMBER 1, 2004. AS FOR THE TRANSFER OF EXISTING LOTS IN STORAGE, THIS PROCESS SHOULD START ONCE YOU HAVE COMPLETED ALL YOUR NORMAL PROCESSES FOR THE FIRST QUARTER OF THIS FISCAL YEAR (ANNUAL RENEWALS, FOUR-YEAR RENEGOTIATIONS, HANDLE-IN'S, AND HANDLE-OUT'S). DURING NOVEMBER YOU SHOULD START THE TRANSFER PROCESS BY ONLY PROCESS ONE MODIFICATION UNDER A CONTRACTOR AT A TIME. ONCE THE DOCUMENTS FOR EACH CONTRACTOR ARE PRINTED. YOU DO YOUR NORMAL DISTRIBUTION. FOR QUESTION OR

CONCERNING RATES AFTER THE NEW TOS BECOMES EFFECTIVE NOVEMBER 1, 2004, PLEASE CONTACT THE REGIONAL STORAGE MANAGEMENT OFFICE THAT SERVICES YOUR AREA. IF THE PROBLEMS IS TOPS RELATED PLEASE CONTACT THE TOPS HOTLINE FOR ASSISTANCE. THE DOD 4500.9-R, DTR PART IV IS BEING UP-DATED TO REFLECT THE NEW TOS REQUIREMENT. HOWEVER, IN THE INTERIM A COPY OF THE NTS TOS CAN BE OBTAINED BY ACCESSING SDDC'S WEB PAGE AT [HTTP://INTRANET.SDDC.ARMY.MIL](http://intranet.sddc.army.mil). IF ANY ADDITIONAL ASSISTANCE IS NEEDED THE POC AT HEADQUARTERS SDDC IS MR. FRANK C THOMAS: (703) 428-3038; EMAL; THOMASF@SDDC.ARMY.MIL